

CHAPTER 1GENERAL INFORMATIONA. SCOPE

This Manual is applicable to the acquisition and management of data within the DoD. This includes data both in paper and digital format and data to which the DoD has access via contractor-provided services.

B. PURPOSE

1. The purpose of this Manual is to provide a uniform approach to the acquisition and management of data required from contractors. The procedures are intended to provide data management tools necessary to minimize and standardize data requirements that will be included in DoD contracts.

2. The DoD Components shall comply with the requirements and procedures contained herein, tailored to the data management requirements of each user activity.

3. This Manual is not intended to be a definitive treatment of the rights of the Department of Defense to use, release, or disclose technical data or computer software, a subject which is addressed in detail in the DFARS subpart 227.4 (reference (b)).

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C. OBJECTIVES

1. The objectives of this Manual are to assist DoD personnel engaged in the acquisition and management of data in achieving optimum effectiveness and economy in the development, acquisition, and use of data for systems and equipment within the Department of Defense. This Manual

should be used by all persons involved in the data acquisition and management process

2. The procedures prescribed in this Manual are the basis for accomplishing the following:

a. Establishing standards for determining what data must be acquired from contractors to meet DoD minimum essential needs.

b. Selecting data requirements through the "tailoring" process and giving priority to commercial data where available and feasible.

c. Using the least intrusive procedures to acquire necessary data and data rights from contractors.

d. Ensuring selective acquisition of data in both paper form and in digital form. Data acquired in digital form must meet the requirements of Part 6, section N of DoD Instruction 5000.2 and DOD-STD-963 (references (f) and (g)), and the guidance in MIL-HDBK-59 (reference (h)) .

e. Controlling the generation of data requirements.

f. Minimizing and preventing the proliferation of data requirements.

g. Providing for complete visibility of data requirements in contracts.

h. Ensuring that the price of data is commensurate with the benefits to be derived from the use of the data over the life cycle of the system or item.

i. Promoting optimum uniformity in the identification, development, access and control of data requirements in and between each DoD Component and to facilitate the exchange of data between the DoD Components.

j. Ensuring that the quality of the data meets the contractual requirements.

k. Ensuring timeliness, accuracy, and adequacy of the data delivered.

l. Utilizing, to the maximum extent, data generated in contractor format.

m. Ensuring the proper marking of technical data or documents for distribution.

n. Ensuring compliance with all current DoD regulations on the selection, acquisition, and use of data.

o. Ensuring that duplicate data are not ordered.

p. Ensuring that the data ordered has actually been delivered to the Government.

q. Promoting, to the maximum extent, competition in DoD acquisitions.

r. Ensuring that technical data which, exists in data repositories and interchanges, is utilized to the maximum extent possible.

s. Ensuring that data is delivered at the times and with the quality necessary to prevent schedule and use problems.

D. FUNCTIONS OF DATA ACQUISITION AND MANAGEMENT

1. Data acquisition and management is the process of applying policies, systems, and procedures for:

a. Identification and control of data requirements.



b. Timely and economical development of data.

c. Ensuring the adequacy of such data for full compliance with the contract and for its intended use. This includes, where necessary, early application of contractual remedies needed to correct defective data products.

d. Distribution of the data to the point of use.

e. Analysis of the data's suitability for intended use.

2. The adequacy of data delivered in fulfillment of contractual data requirements depends on implementation of the contractor's data management process before delivery of the data to the Government. The contractor's data management system should ensure that internal surveillance and review of deliverable data are accomplished before its release. Determination that data is complete, accurate, and in compliance with applicable contract standards is the responsibility of the contractor and is confirmed by the Government's data management process.

3. As a minimum, an adequate data acquisition and management program provides:

a. Identification of all contractual data requirements, including their authorization, delivery schedule, data rights marking, and quantity.

b. A process from which data requirements are developed, data prices determined, and deliveries are monitored, throughout the life of the contract.

c. Precise procedures for control of change to the data requirements, price, and delivery schedule.

d. A decision process that ensures acquisition of adequate data to support competition, as required by Pub. L. 98-369 (1984), reference (i)).